

MEMORANDUM FOR FINANCIAL & MANPOWER MANAGEMENT, Room A1040B
Attention: Mr. Greg Crum (295-9894)

SUBJECT: Request for Transfer of Funds to:

Name and address of Organization Providing Support. If Non-DOD, the reverse of this form must be completed.

1. In conjunction with support agreement# / MIPR# _____, it is requested that \$_____ be encumbered (obligated) against area/orgn code _____ for the period from _____ to _____. This is a project work order: Yes / No

2. My area/orgn's current budget period will expire on _____. I understand that these funds must be obligated by the supporting agency by the expiration date or the funds will be returned to the grantor.

3. The point of contact at USUHS for this request is:

Name _____ Telephone _____

The point of contact at the providing organization for this request is:

Name _____ Telephone _____

4. Please provide a brief description of the support that is to be provided:

Requester's Signature Date Tel. No.

Requestor's USUHS Dept./Activity: _____

**Additional statement for Services or Supplies
to be provided by a Non-DoD Agency**

The SecDef has directed all **agencies** procuring Economy Act Services or Supplies from Non-Don providers to address - in writing - the below listed criteria:

1. the ordered supplies or service. cannot be provided as conveniently and cheaply by contracting directly with a private source;
2. the servicing agency has unique expertise or ability not available within DoD; and
3. the supplies or services clearly are within the scope of activities of the servicing agency and that agency normally contracts for those supplies or services for itself.

JUSTIFICATION:

Requestors Name (print or type)

Requestor's Signature

Date

Concurrence:

Anthony Revenis
Director, Contracting

Date

Approved/Disapproved

Stephen C. Rice
Vice President for Resource Management

Date